NOTICE OF OPEN COMPETITION EPSO/C/12/04

(2004/C 81 A/03)

The European Personnel Selection Office (EPSO) is organising an open competition, based on tests, to establish a reserve pool from which to recruit

LABORATORY ATTENDANTS (*)(grade C 5/C 4) (1) IN THE FIELD OF NUCLEAR RESEARCH

CONTENTS

A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

B. THE DIFFERENT STAGES OF THE COMPETITION

C. HOW TO APPLY

D. GENERAL INFORMATION

ANNEX: Requests for applications to be reconsidered — Appeal procedures — Complaints to the European Ombudsman

(*) The European institutions apply an equal opportunities policy and accept applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

(1) These grades are those used by the institutions under the current Staff Regulations. However, the Commission has formally transmitted to the Council a proposal to amend the Staff Regulations that would introduce a new career system. If placed on a reserve list, therefore, you may be offered a post on the basis of amended Staff Regulations, once they have been adopted by the Council. According to the rules laid down in Articles 11 and 12 of section 2 of Annex XIII to the amended Staff Regulations, grades C 5 and C 4 are to be replaced, throughout the transition period (1 May 2004 to 30 April 2006) by grade C* 1 and thereafter by grade AST 1.
A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

Competition EPSO/C/12/04 is being held to recruit laboratory attendants (C 5/C 4) in the field of nuclear research and in particular to provide technical support and carry out laboratory work, in the following fields:

— Field 1: Mechanical work (reserve list of 35 successful candidates)
— Field 2: Laboratory techniques (reserve list of 35 successful candidates).

The purpose of this competition is to draw up two reserve lists from which to fill vacant posts in the institutions of the European Union (and in particular the European Commission).

The European Personnel Selection Office (EPSO) is publishing the following open competitions in parallel:

— EPSO/A/17/04 for administrators (A 7/A 6) in specialist fields of research,
— EPSO/B/23/04 for laboratory technicians (B 5/B 4) in technical and research fields.

Since the tests in all three competitions may be organised simultaneously, you may apply for one field in one competition only, otherwise you will be disqualified.

I. DUTIES

Clerical laboratory, workshop and infrastructure assistants perform the following work on the basis of instructions: mechanical work, welding, construction, cabling and electrical work and maintenance for the scientific and technical facilities used in the Commission’s research programmes in the fields below.

**Field 1: Mechanical work**

Mainly:

— construction, modification and maintenance work on mechanical and laboratory equipment,
— high-pressure welding and vacuum and high-pressure techniques,
— laboratory and nuclear equipment and/or carrying out measurement campaigns.

**Field 2: Laboratory techniques**

Mainly:

— technical monitoring of laboratories, technical facilities, fluid distribution, service networks and experimental equipment in the field of nuclear research.
II. ELIGIBILITY (PROFILE SOUGHT)

You may apply for this competition if, on the closing date for registration (see section C), you meet the following requirements.

1. **Certificates and diplomas**

   You must have successfully completed a course of lower secondary education and obtained the relevant diploma.

   The selection board will allow for differences between education systems. A table showing examples of the diplomas required for this competition is annexed to the Guide for Applicants (see EPSO website (2)).

2. **Professional experience**

   Since obtaining the diploma on completion of the course of lower secondary education, you must have acquired at least **three years** full-time professional experience, including **two years** relevant to the duties concerned.

3. **Knowledge of languages**

   You must have a thorough knowledge of one of the official languages of the European Union — language 1 — (Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish or Swedish), and a satisfactory knowledge of a second of these languages — language 2.

   Please give details of which languages you know in the online registration form (3).

   After the closing date for applications, you may not change the languages in which you have specified that you wish to take the tests.

4. **General terms and conditions**

   — You must be a citizen of one of the Member States of the European Union (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom).

   — You must be entitled to your full rights as a citizen.

   — You must have fulfilled any obligations imposed on you by the laws concerning military service.

   — You must meet the character requirements for the duties involved.

---

(2) http://europa.eu.int/epso
(3) For practical reasons this form is available only in English, French and German.
B. THE DIFFERENT STAGES OF THE COMPETITION

For each field, if the number of admissible applications exceeds the ceiling for admission to the written tests, preselection tests will be held. If not, candidates will simply be asked to print out, complete and return the full application form from their EPSO profile on the EPSO website (2).

If, on the closing date for registration, the number of candidates for each field is more than 120

1. **Preselection tests — Marking**

   You will sit tests (a), (b) and (c) in your second language (language 2); you must specify in the online registration form which language you choose to be language 2.

   (a) A test comprising a series of multiple-choice questions to assess your specialised knowledge in your chosen field.

   This test will be marked out of 40 (pass mark: 20).

   (b) A test comprising a series of multiple-choice questions relating to the main developments in European integration and in the various Community policies.

   This test will be marked out of 20 (pass mark: 10).

   (c) A test comprising a series of multiple-choice questions to assess your general ability, in particular your verbal and numerical reasoning skills.

   This test will be marked out of 20 (pass mark: 10).

Wrong answers will not be penalised.

The candidates who obtained, in all the preselection tests, one of the 120 best marks (4) in their chosen field, and the pass mark in each of these tests, will be invited to submit a full application with a view to being admitted to the competition.

If, on the closing date for registration, the number of candidates for each field is not more than 120

1. **No preselection tests**

You will be requested, after the closing date for registration, to submit a full application form for admission to the competition.

(4) If a number of candidates have obtained the same number of marks for the last place, the selection board will admit all of them.
The selection board will mark your written test after it has considered your application and established that you meet all the eligibility criteria.

After it has considered your application and established that you meet all the eligibility criteria, the selection board will invite you to sit the written tests and will then mark these tests.

**NOTE:** For organisational reasons, written test (d) will be held on the same day as preselection tests (a), (b) and (c).

### 2. Written test

(d) The written test, in your language 1, is designed to test your skills in relation to the field you have chosen for the competition. You will be required to write about two of a selection of subjects. These subjects will be related to the duties described above.

Each subject will be marked out of 40 (pass mark: 20).

If you do not attain the pass mark in one of the subjects, the other one will not be taken into consideration.

(b) A short memo in your language 2 setting out the arguments and conclusions from test (a). This test is designed to test your knowledge of the written language.

This test will be marked out of 20 (pass mark: 10).

(c) A test comprising a series of multiple-choice questions in your language 2 to assess your general ability, in particular your verbal and numerical reasoning skills.

This test will be marked out of 20 (pass mark: 10).

The selection board will invite to the oral test those candidates who obtained, in each field, both the pass mark in each subject in test (d) and, for all these subjects, one of the 60 best marks (4).

The selection board will invite to the oral test those candidates who obtained, in each field, both the pass mark in each of written tests (a), (b) and (c) and, for all of these tests, one of the 60 best marks (4).
3. Oral test

(e) Interview — in language 1 — with the selection board to enable it to assess your suitability to carry out the duties described at A.I above. The interview will focus in particular on your specialist knowledge in the field which you have chosen and your knowledge of the main developments in European integration and Community policies. Your knowledge of language 2 will also be tested. The interview is also designed to evaluate your ability to adjust to working as a European civil servant in a multicultural environment.

This test will be marked out of 60 (pass mark: 30).

4. Date and time allowed for the preselection and written tests

The preselection tests and the written test will be held simultaneously for all applicants at one or more centres in the European Union. Accordingly, the date, once scheduled, cannot be changed at a candidate's request.

The fact that you have been invited to sit written test (d) at the same time as the preselection tests does not mean you have been admitted to the competition.

The time allowed for the preselection tests and the written test will be decided by the selection board; you will be notified of the time allowed when you receive your invitation to the tests (via your EPSO profile).

5. Reserve list

At the end of the competition, the selection board will draw up a list of successful candidates for each field, divided into merit classes (no more than four classes) and sorted in alphabetical order. These lists will contain the candidates who obtain the pass mark in both test (d) and test (e) and one of the 35 best marks (4) for these tests as a whole.
You will be informed of the selection board’s decisions concerning you.

The lists will be valid until 31 December 2005 and may be extended. They will be published (\(^\dagger\)) on the EPSO website (\(^\dagger\)).

\(^\dagger\) A successful candidate may explicitly request that his/her name not be published.
C. HOW TO APPLY

(Please refer also to the Guide for applicants, which can be found on the EPSO website (2) and contains detailed instructions to help you submit your application correctly).

All EPSO’s communications to candidates for this competition will be in English, German or French. However, you may address EPSO in any official EU language of your choice.

Online registration form

Before submitting your application you should carefully check whether you meet all the eligibility criteria (see section A, particularly concerning the types of diploma and professional experience required).

If you want to apply, you must do so via the Internet by going to the EPSO website (2) and following the instructions there on the various stages of the procedure.

It is your responsibility to complete your registration in time (6). We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a fault with your Internet connection could lead to the online registration being terminated before you have completed it, thereby obliging you to repeat the whole process. Once the deadline has passed you will not be able to do so.

On completion of your online registration, you will receive on screen a registration number which you must note, this will be your reference number for your application. Once you receive this number, the process is finished, it is the confirmation that we have registered the data you entered.

If you have not received this number, this means that your application has not been registered.

You must have an e-mail address. This will be used to identify your registration. The information you must enter in your registration includes the languages you choose (see A.II.3) and the type of diploma required for admission to the competition (title, name of issuing establishment and date obtained).

Once registered, you can use the EPSO website (2) (click on ‘Competitions’ → ‘Ongoing competitions’) to follow the progress of the competition and check the test dates and locations.

If you have a disability that prevents you from sending an online application, you may request, in writing only (7), a paper version of the form, which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between EPSO and yourself will then be by post.

You must enclose with your application form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the tests.

(6) No later than 12.00, Brussels time, on 30 April 2004
(7) Write to EPSO — Info-recruitment — Avenue Cortenberg 80 0/48 — B-1049 Brussels.
The closing date for registration is 30 April 2004. Online registration will not be possible after 12.00 Brussels time on that day.

1. **Preselection tests**

   The applicants invited to the tests will be those who are found to meet the general terms and conditions (see A.II.4) after EPSO has carried out a preliminary eligibility check based on the information given in the registration forms.

2. **Invitation to preselection and main tests**

   Information about the full application form and invitations to attend the tests will be available *only* on the EPSO website (2). You will be able to access it using the password and user name you specify when submitting your online registration. You are responsible for notifying the secretariat of the competition of any change in your postal or e-mail address.

You are responsible for keeping track of the progress of the competition and checking the information relevant to your application for each stage of the competition — you do this by checking your EPSO profile. If you find that you cannot do this, it is your responsibility to notify EPSO by e-mail (8).

As far as possible you will be asked to sit the preselection tests and the written test at the test centre closest to the address given on your application form. *For organisational reasons you will not be able to switch to another venue unless you can prove that you have changed residence.*

The oral test may be held in Brussels.

1. **No preselection tests**

   Information about the full application form and invitations to attend the tests will be available *only* on the EPSO website (2). You will be able to access it using the password and user name you specify when submitting your online registration. You are responsible for notifying the secretariat of the competition of any change in your postal or e-mail address.

You are responsible for keeping track of the progress of the competition and checking the information relevant to your application for each stage of the competition — you do this by checking your EPSO profile. If you find that you cannot do this, it is your responsibility to notify EPSO by e-mail (8).

You may be asked to take the written tests and the oral test in Brussels.

(8) E-mail address: epso-C/12/04-en@cec.eu.int
3. **Full application**

The candidates who, in their field, obtained one of the highest marks overall for preselection tests (a), (b) and (c) and the pass mark for each of these tests will be asked to print out and complete the full application form from their EPSO profile on the website (*) and send it in by the closing date (*).

Documents to enclose with the application form

Your application must give full details of your citizenship, studies, training, professional experience and any research which you have undertaken. You should also enclose a list of the supporting documents, which should be numbered (copy of a document proving your citizenship, copy of diploma(s) and copy of evidence of professional experience clearly indicating the starting and finishing dates and the exact nature of the duties carried out — the copies do not have to be authenticated).

In filling in your application form, you may not refer to application forms or other documents submitted with previous applications. None of the documents submitted with your application will be returned to you.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, signed and accompanied by all the supporting documents, is sent in time (*) by registered post. The postmark will serve as proof of the date of sending.

Scrutiny of applications

The selection board will examine candidates’ files to determine whether they meet the conditions laid down in Title A.II.1, 2, and 3 of this notice. The selection board will then mark the written tests of the candidates who meet all the conditions for admission set out in Title A.II. and will invite to the oral test all those who have, in their chosen field, obtained both one of the highest scores (see B.2) and the pass mark in each of the subjects for written test (d).

(*) The deadline will be indicated well in advance on the EPSO website.

4. **Full application**

You will be asked to print out and complete the full application form from your EPSO profile on the website (*) and send it in by the closing date (*).

Documents to enclose with the application form

Your application must give full details of your citizenship, studies, training, professional experience and any research which you have undertaken. You should also enclose a list of the supporting documents, which should be numbered (copy of a document proving your citizenship, copy of diploma(s) and copy of evidence of professional experience clearly indicating the starting and finishing dates and the exact nature of the duties carried out — the copies do not have to be authenticated).

In filling in your application form, you may not refer to application forms or other documents submitted with previous applications. None of the documents submitted with your application will be returned to you.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, signed and accompanied by all the supporting documents, is sent in time (*) by registered post. The postmark will serve as proof of the date of sending.

Scrutiny of applications

The selection board will examine the files of the candidates who meet the general conditions laid down in Title A.II.4 after a preliminary eligibility check by the administration on the basis of the information contained in the registration form. The selection board will determine whether they meet the conditions laid down in Title A.II.1, 2, and 3 of this notice and invite such candidates to sit the written tests. The selection board will then mark the written tests of those candidates who meet all the conditions for admission set out in Title A.II. of this notice and will invite to the oral test those who have, in their chosen field, obtained both the pass mark and one of the highest scores (see B.2) in the written tests (a), (b) and (c).
This means that you will automatically be disqualified if:
— you have posted your application after the closing date,
— you have not completed and/or signed the application form,
— you do not meet all the eligibility criteria.

4. Establishment of the reserve lists

The candidates who, in their chosen field, obtain the pass mark in both test (d) and test (e) and one of the highest overall scores for these tests (see B.5) will be put on the reserve lists.

NB: If you do not give all the obligatory information in your online registration, you will not be invited to sit the tests. Similarly, if you are successful in the preselection tests and written tests but fail to return the full application form duly completed and signed and accompanied by the requisite supporting documents within the time limit specified (\(t\)), you will not be admitted to the next stage.

This means that you will automatically be disqualified if:
— you have posted your application after the closing date,
— you have not completed and/or signed the application form,
— you do not meet all the eligibility criteria.

4. Establishment of the reserve lists

The candidates who, in their chosen field, obtain both the pass mark in tests (a), (b), (c) and (d) and one of the highest overall scores for these tests (see B.5) will be put on the reserve lists.

NB: If you do not give all the obligatory information in your online registration and/or fail to return your full application form in time (\(t\)), duly completed, signed and accompanied by the requisite supporting documents, you will not be invited to sit the written tests.

5. If, at any stage in the procedure, it is established that (i) the information in your online registration or full application form is incorrect or does not tally with the supporting documents or (ii) that you do not meet all the conditions for admission to the competition, you will be disqualified.

6. To facilitate the administration of the competition, in all correspondence you should give YOUR FULL NAME AS IN YOUR APPLICATION, THE NUMBER OF THE COMPETITION, YOUR LANGUAGE 1 AND THE FIELD YOU HAVE CHOSEN, AND THE CANDIDATENUMBER YOU RECEIVE WHEN YOUR ONLINE REGISTRATION IS ACCEPTED.
D. GENERAL INFORMATION

1. Equal opportunities

The European institutions take care to avoid any form of discrimination during the competition procedure.

They apply a policy of equal opportunities and accept applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

2. Selection board

A selection board is appointed for each competition. The names of its members will be published on the EPSO website (2) approximately two weeks before the preselection tests (or the written test).

You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. Any infringement of this rule will disqualify you from the competition.

The European Personnel Selection Office (EPSO) is responsible for all communication with applicants until the competition is completed.

3. Approximate timetable

The competition will take approximately nine months from start to finish, depending on the number of applicants.

Full details are available on the EPSO website (2).

4. Requests for applications to be reconsidered — Appeal procedures — Complaints to the European Ombudsman

See Annex.

5. Recruitment

If you are placed on the reserve lists you will be eligible for appointment as a probationary official as and when required by the European institutions, in Brussels, Luxembourg or any other place of activity.

If you are offered a post, you will be asked to produce the originals of all the requisite documents such as diplomas, so that copies can be authenticated.

Recruitment will depend on vacant posts and budgetary funds becoming available.

Depending on the nature of a post, candidates on the reserve list may initially be offered a temporary contract; in this case, their names will remain on the reserve list.

6. You should note that the compulsory retirement age for staff covered by the Staff Regulations or the conditions of employment of other servants of the Communities is currently 65 years.
7. **Category and grade**

This reserve pool of laboratory attendants is intended for grades 5 and 4 of category C.

8. **Remuneration**

Basic monthly salary as at 1 May 2004:

grade C* 1 (see footnote 1), first step: **EUR 2 325.33**.
ANNEX

REQUESTS FOR APPLICATIONS TO BE RECONSIDERED — APPEAL PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the competition, you consider that your interests have been prejudiced by a particular decision, you can:

— Request that your application be reconsidered

You can request that your application be reconsidered by sending a letter within 20 days of the date of dispatch of the letter informing you of the decision, setting out the reasons, to:

European Personnel Selection Office
CORT 80
Competition EPSO/C/12/04
B-1049 Brussels

EPSO will forward your request to the Chairman of the selection board where it comes within the board's remit. A reply will be sent to you as soon as possible.

— Appeal

Either

— you can bring a case before:

The Court of First Instance of the European Communities
Boulevard Konrad Adenauer
L-2925 Luxembourg Article 236 of the EC Treaty and Article 91 of the Staff Regulations of officials of the European Communities,

— or you can lodge an appeal under Article 90(2) of the Staff Regulations of officials of the European Communities, at the following address:

European Personnel Selection Office
CORT 80
Competition EPSO/C/12/04
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations published in Official Journal of the European Communities L 56 of 4 March 1968 — http://europa.eu.int/eur-lex) start to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless rules which govern the proceedings of selection boards have clearly been infringed.

— Complain to the European Ombudsman

You can, like all citizens of the Union, make a complaint to

European Ombudsman
1 Avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the Court of First Instance under Article 236 of the EC Treaty.